



NETAJI SUBHAS OPEN UNIVERSITY

DEPARTMENT OF CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani, Kolkata - 700029

☎ : 2465-6936; Website: www.wbnsou.ac.in

NOTICE

Memo No.: COE/386/23

Date: 20/09/2023

Submission of Examination Form : Practical for only newly enrolled learners (Admission Session – July, 2023)

UGDP (Under CBCS) Term-End Examination (Practical), December – 2023

All persons are hereby informed that Submission of Examination Form through portal for Undergraduate Degree Programme (Under CBCS) Term-End Examination (Practical), December - 2023 will be opened from 22.09.2023 at 2:00 p.m.

Core Courses:

- i) CC-01 (except Mathematics) for enrolment year July-2023
- ii) CC-02 (except Botany & Mathematics) for enrolment year July-2023

Examinees concerned may please be requested to submit their fees as per following rates:

Examination Fees Rs. 200/- (Rupees Two Hundred only) per paper

Examination Centre Fees Rs. 100/- (Rupees One Hundred only) per examinee per session

[N.B. : The Candidates has to bear online transaction charges (if any) along with the Examination fees.]

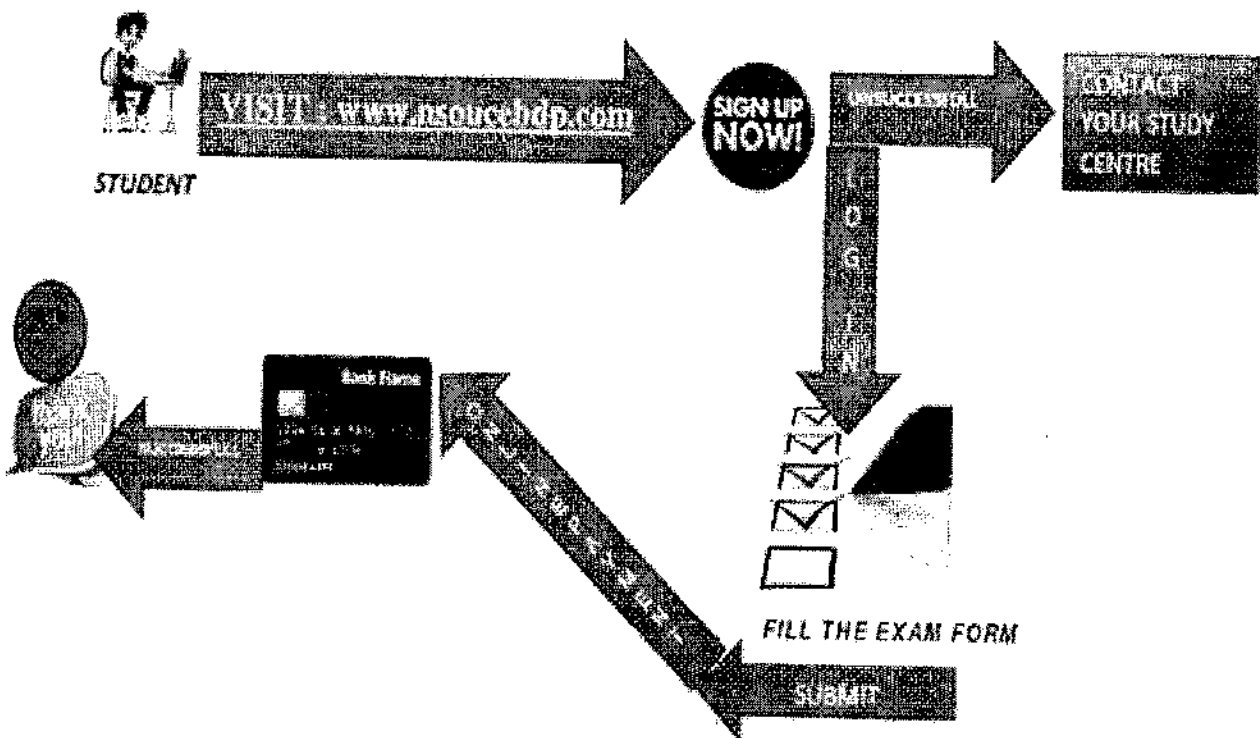
The portal for Submission of Examination Form for the above said examination will be opened on 22/09/2023 at 2:00 p.m. through www.nsoucebdp.com / www.wbnsou.ac.in and will be closed on 26/09/2023 at 2:00 p.m. The examinees concerned are requested to follow the under mentioned guidelines for submission of the said form.

Fees submission through Debit or Credit Card / Net Banking will be opened on 22/09/2023 at 2:00 p.m. and will be closed on 26/09/2023 at 2:00 p.m.

The examinees concerned will get their 'Admit Card' online (www.nsoucebdp.com / www.wbnsou.ac.in) later. It may please be noted that NO HARD COPY of Admit card will be distributed from the learner support centres concerned. It is mandatory for an examinee to download, print and preserve HARD COPY of the 'Admit Card'. It may also be noted that examinees will not be allowed to enter the Examination Hall without valid 'Admit Card' and original 'Enrolment Certificate cum Identity Card'.

Instructions for EXAMINATION FORM SUBMISSION:

- A. Visit Examination Form submission Portal to submit filled-in Examination Form.
- B. Take a Print Out of filled-in Examination Form and Pay online. (in the following ways)



STEPS TO BE FOLLOWED:

1. **VISIT:** www.nsoucebdp.com / www.wbnsou.ac.in
2. **SIGN-UP:** With the System by providing the necessary information of the examinee. (ENROLMENT NO., NAME, DATE OF BIRTH, LEARNER SUPPORT CENTRE CODE, HONOURS PROGRAMME). User Id (Enrolment No.) & Password will be provided to the Registered Mobile Number or E-mail Id.

- Enter **Enrolment No.:** (Twice) (Both Should be **Same & Correct** as per Enrolment Certificate)
- Enter **Date of Birth:** (Should be **Correct as per Enrolment Certificate**)
- Select **Learner Support Centre Code:** (Select from Drop Down Menu)
- Select **Honours Programme Code:** (Select from Drop Down Menu)
- Enter **Alternative Mobile No.:** (Should be **OWN**, if want to provide)

N.B. : If you don't want to enter the Alternative Mobile Number then type "*****" (five star) that means 'NO NEED'

- Enter **E-mail Id:**
- Enter **Aadhaar:**
- Enter **ABC Id:** (if not created, please visit: www.abc.gov.in)

Check if All the above information are Correct then **SUBMIT**.

If All information are Correct, then **User Id (Enrolment No.)** & **Password** will be provided to **Learner's MOBILE (through SMS) and/or E-MAIL**.

3. **LOG-IN:** with the System : Enter into the System to submit **FILLED-IN** Examination Form.

- **User Id (Enrolment No.)** : (Enter Learner's Enrolment No.)
- **Password** : (Enter Password)

4. **To submit filled-in Examination Form:** (Check the Programme / Course are before the submission of Examination form)

- **Tick** the Programme / Course in which you want to appear. (Click **Select All** if you want to Appear in All the courses)
- **Check Carefully** to the required Programme / Course are to be correctly ticked.
- **Submit** if OK. (**Once Submitted, Programme/Course cannot be Altered/Changed**)

5. **PAYMENT:**

- The Submitted Filled-in Form will be shown automatically. Click on **PAY**.
- **Online Payment:** (To pay online with **Debit or Credit Card / Net Banking**)

Use **Debit or Credit Card / Net Banking** and Pay the proper Examination Fees. **Note Down the Transaction ID** carefully. It will be shown **Payment is Successful**. Go to **Dash Board**. Click on **Filled-in Examination Form**. **Download, Print & Preserve the Online Payment details 'CHALLAN' for Future Reference**. However, the possibility of the link getting disconnected after successful payment of Examination fees, in which case the Online Payment Receipt cannot be generated instantaneously. If this occurs, please do not attempt to pay the Examination fees again immediately and wait for 1(One) working day by when the receipt may normally get generated.

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N.B.: 1) Newly admitted learners are requested to follow SMS for Enrolment Number.

- 2) During the submission of filled-in Examination Form, learners have to put their **OWN MOBILE NUMBERS** as Alternative Mobile Number. Since during the period of course of study, all important information like OTP/PASSWORD, SMS etc. will be sent to Registered or Alternative Mobile Number, hence without permission of the Department of Controller of Examinations learners can neither change their Registered Mobile Number nor their Alternative Mobile Number.
- 3) Learners are requested not to share any information, which has been written on the Enrolment Certificate cum Identity Card.
- 4) Without Submission of filled-in Examination form, No Candidate will be allowed to appear in the Term-End (Practical) Examination.
- 5) Please note that the above-mentioned Term-End (Practical) Examination of December-2023 (SEM-I, III and V) will be conducted offline in traditional manner.
- 6) Helpline Number: 9830338974 (11 a.m. to 5 p.m. excluding Holidays, Saturdays & Sundays).

Hope, you will enjoy the system. Your co-operation will be highly appreciated.

 20/09/23

Prepared by


20/09/23

(Rokeya Ray)
Controller of Examinations

Copy to:

1. E.S. to Hon'ble V.C. – for information please.
2. The Director, Study Centres, NSOU
3. The Director, School of Sciences, NSOU
4. The Director, School of Education, NSOU
5. The Director, School of Humanities, NSOU
6. The Director, School of Professional Studies, NSOU
7. The Director, School of Social Sciences, NSOU

